

SDFS APPLICATION

PART IV - TRACKING FORM INSTRUCTIONS

Building Incident Tracking Assurance Form

A form that needs to be signed by the Building Administrator to show that the SDFS year-end incident report for their building has been checked for accuracy and has been approved for final submitting by the SDFS Coordinator. Signed/dated Assurance Pages will need to be collected and submitted with required 2005-06 Evaluation.

Incident Tracking Forms #18-21B

At the end of the school year, each building will have to input their data from Forms #18 through #21B into the SDFS web-based program. This will be the only way to submit SDFS incident tracking data for the 2005-06 year-end evaluation requirements

At the beginning of the school year, Incident Tracking Forms #18 - #21B needs to be distributed to the responsible person in each building. Tracking will need to be done throughout the year.

A number of computer tracking programs may be used as long as all the incident information found on the hard copy is being tracked. An SDFS web-based tracking program is available on the Department's web site at the beginning of the school year and can be used throughout the year.

Each building principal will use their **accreditation password** to access the data website and each SDFS coordinator will also receive a **password**, but only to view data. Website instructions will be provided later and will be posted on the website at the beginning of the school year.

Web-Based Incident Tracking Forms Instructions: #18 - 21-b

At the end of the school year, each building will have to input their data into the web-based program. This will be the only way to submit SDFS incident tracing data for the 2005-06 year-end evaluation requirements.

Deadline for submitting this report is the third Friday of June.

Login

1. On the Internet, go to the Idaho State Department of Education's Safe and Drug Free

Schools web-based incident tracking system at

<http://www.sde.state.id.us/Safe/SDFSTracking/>

2. Click on the appropriate application link. The **Login Screen** (Figure 1) appears. Select the **District:** and the **School:** from the list, and then enter the assigned **Password:** (principal's school accreditation password)

3. SDFS Coordinators will have a unique password to only view the data.

4. A blank copy of the Tracking Forms can be downloaded from the Login page along with instructions for completion.

5. *For technical problems or password needs, contact the Webmaster at webmaster@sde.state.id.us*

6. *For all other questions or needs, contact NJPlante@sde.idaho.gov*

Deadline for Final Submit is the third Friday of June.

After successfully submitting the incident forms using the "Final Submit" link, the Schools need to download and send the Signed Assurance Page to the district Safe a Drug-Free Schools coordinator.

All schools assurance pages must be included in the program evaluation packet that is mailed into the state SDFS office.

SAFE AND DRUG-FREE SCHOOLS PROGRAM

2006 –2007

Building Incident Tracking Assurance Form

School District Name: _____ District Number _____

School Name: _____ School Number _____

I hereby assure the Idaho Department of Education that:

- The SDFS year-end incident report for this building has been checked for accuracy and been approved for final submitting.

Signature – Building Administrator Date

Printed Name – Building Administrator Date

This one-page assurance form **must be given** to your district Safe and Drug-Free School Program Coordinator. This is a requirement for year-end reporting. Without this signed assurance form, approval for next year's program funding may not be approved.

For questions regarding this form please contact your district Safe and Drug-Free School Coordinator.

(District SDFS Coordinator)

(Contact Information)

The deadline for submitting the incident reports and signed assurance form to SDE is the third Friday of June. However, schools need to coordinate with their SDFS district coordinator, with regards to District incident data collection deadlines.

Evaluation**TRACKING REPORT FORM # 18
SUBSTANCE INCIDENT REPORT**

2006-2007 School Year

(Please report number of separate occurrences plus consequences if
Out of School Suspension or Expulsion was implemented)

School District Name & Number _____

School Name _____

Key: Dis. = Distribution
Use
Poss. = Possession

NEW *Consequences:
*O-Sc. = Out of School Suspension
*Exp. = Expulsion

Grade	Tobacco					Alcohol					Other Drugs				
	Dis.	Use	Poss.	*O-Sc.	*Exp.	Dis.	Use	Poss.	*O-Sc.	*Exp.	Dis.	Use	Poss.	*O-Sc.	*Exp.
K															
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
TOTALS															

Definitions:**Alcohol** – Any product containing at least 0.5 alcohol by volume or weight. Examples include beer, wine and spirits (vodka, gins, whiskey, etc.)**Tobacco** – A product containing tobacco in any form**Other Drugs** – A substance regulated by the Controlled Substances Act, examples, marijuana, meth, PCP, designer drugs, heroin, etc.**Distribution:** The actual, constructive, or attempted sale, transfer, delivery or dispensing of a prohibited substance to another person.**Use:** Inhalation, injection, or consumption of a prohibited substance.**Possession:** To bring, or cause to be brought, or exercise dominion and control over a prohibited item on to school property, a vehicle being used for school provided transportation, or on to the site of a school sponsored activity, regardless of location..***Out-of-School Suspensions** – Prohibiting school attendance for fewer than ten consecutive days***Expelled Students** – Prohibiting school attendance, without services and not being placed in an alternative setting, for ten or more consecutive school days.<http://www.sde.state.id.us/Safe/Grants>

Evaluation
TRACKING REPORT FORM # 19
BEHAVIORAL INCIDENT REPORT
2006-2007 School Year

 School District Name & Number _____
 School Name _____

Key – # Inc = # of Incident per grade, New Offenders, Rpt = Repeat Offenders

	IN SCHOOL SUSPENSIONS -				OUT OF SCHOOL SUSPENSIONS -				TRUANCIES				EXPULSIONS (do not include non-firearm weapon/firearm)				FIGHTS						
	Male		Female		Male		Female		Male		Female		Male		Female		Male		Female				
	New	Rpt	New	Rpt	New	Rpt	New	Rpt	# Incid	New	Rpt	New	Rpt	# Incid	New	Rpt	New	Rept	# Inc	New	Rpt	New	Rpt
K																							
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																							
Tot																							

- In School Suspensions** – The assignment of a student to a restrictive program within the student's regular school day based upon the student's misbehavior.
- Out-of-School Suspensions** – Prohibiting school attendance for fewer than ten consecutive days.
- Truancies** – Unauthorized absence from an assigned class or activity during school hours. For reporting purposes, include any truancy where parents are notified in writing or any other administrative action is taken.
- Expulsions** – Prohibiting school attendance, without services and not being placed in an alternative setting, for ten or more consecutive school days.
- Fights** – Pushing, shoving, challenging to fight or fighting.

<http://www.sde.state.id.us/Safe/Grants/>
Directions:

- # Incident (Incid)** = total number of incidents that occur per grade
- Male or Female** = number of individuals involved in each incident by gender
- New** = first offense by student
- Repeat (Rept)** = second/additional offenses by same student

Evaluation
TRACKING REPORT FORM # 20
BEHAVIORAL INCIDENT REPORT
2006-2007 School Year

School District Name & Number _____

School Name _____

KEY –# Inc = Total # of Incidents per grade, New = New Offenders, Rept = Repeat Offenders

	INSUBORDINATION					HARASSMENT					BULLYING					VANDALISM				
	Male			Female		Male			Female		Male			Female		Male			Female	
	# Incid	New	Rept	New	Rept	#Incid	New	Rept	New	Rept	#Incid	New	Rept	New	Rept	# Incid	New	Rept	New	Rept
K																				
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
Tot																				

1. **Insubordination** - Verbal abuse, failure to follow verbal instructions and/or requests.
2. **Harassment** - Includes conduct whether verbal, written, graphic, or physical relating to student's race, national origin, color, disability or sex that is sufficiently severe, pervasive or persistent.
6. **Bullying** -Intentional, repeated hurtful acts, words or other behavior such as name-calling, threatening and/or shunning committed by one or more persons against another.
4. **Vandalism** - Intentionally causing damage, defacement, or destruction of property owned or under the lawful control of another without that person's consent.

Directions:

- E. **# Incident (Incid)** = total number of incidents that occur per grade
- F. **Male or Female** = number of individuals involved in each incident by gender
- G. **New** = first offense by student
- H. **Repeat (Rept)**= second/additional offenses by same student

Evaluation 2006-2007
TRACKING REPORT FORM #21A

NON-FIREARM WEAPONS – FIREARMS INCIDENT REPORTS

School Building Name _____ School District Name _____ District # _____

❖ NON FIREARM WEAPONS								➤ FIREARMS							
Non Firearm Weapon			Consequences		Expulsion Consequence			Firearms			Consequences		Expulsion Consequence		
Type of Incident	Knives	Non-firearm weapons (Identification of weapon required, i.e., pencil, pin, fork, etc.)	Out of School Suspension	Expelled	Expelled for Full Year	Modified Expulsion Time	To Alternative School	Handguns	Rifles/ Shotguns	*Explosives Type or Description Required	Out of School Suspension	Expelled	Expelled for Full Year	Modified Expulsion Time	To Alternative School
Grade															
K															
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
Totals															

Definitions:

Non Fire-Arm Weapons – Items used as weapons plus, toy guns, BB guns, Pellet Guns, Air Pistols, Paint Guns, etc.

Knife – An object with a sharpened edge, or a pocketknife with a blade length of greater than 2 1/2 inches.

Other Weapon – All objects, devices, instruments, materials or substances used or intended to be used to inflict death or serious bodily injury.

Firearms – only include center fire or rim fire cartridge firing weapons.

Handgun – A firearm having a short stock designed to be held and fired by the use of a single hand.

Rifle – A firearm intended to be fired from the shoulder and to use the energy of an internal explosion to fire a projectile through a rifled bore.

Shotgun – A firearm intended to be fired from the shoulder and to use the energy of the explosive in a shotgun shell to fire either a number of ball shot or a single slug through a smooth bore.

Other Firearm/Explosive Device – any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive. This category includes:

- Explosive or incendiary devices such as hand grenades, bombs, detonating primers, blasting or percussion caps, friction primers, pyrotechnic fuses, etc.
- Rockets or missiles with a charge of more than 4 ounces
- Devices that can be easily converted to firearms.

Out-of-School Suspensions – Prohibiting school attendance for fewer than ten consecutive days

Expelled Students – Prohibiting school attendance, without services and not being placed in an alternative setting, for ten or more consecutive school days.

Expulsion time modified – Shortened to a term of less than one calendar year.

<http://www.sde.state.id.us/Safe/Grants/>

Evaluation 2006-2007
TRACKING REPORT FORM #21B

PERSISTENTLY DANGEROUS INCIDENT REPORTS

School Building Name _____

School District Name _____

District # _____

Enrollment as of 1st Friday of March

APPLYS ONLY TO EXPELLED AND/OR CONVICTED STUDENT INCIDENTS

Type of Incident	Aggravated Arson	Aggravated Assault	Aggravated Battery	Federal Gun-Free Act Violations	Homicide	Kidnapping First-Degree	Robbery	Sexual Offense	Stalking	Threats of or Actual Physical Injury
Grade										
K										
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
TOTALS										

In the context of the No Child Left Behind Act of 2001 (ESEA), an Idaho public elementary or secondary school is considered to be persistently dangerous if it meets the following criteria: In each of three consecutive years, there is one instance of: Homicide, Sexual offense, Kidnapping or the school exceeds an expulsion rate of: 1% of the student body; or 3 students, whichever number is greater, for violent criminal offenses or for violations of federal or state gun free schools requirements on school property or at school sponsored events while school is in session.

NCLB – Expelled and/or Convicted Incidents Only Persistently Dangerous - Violent Criminal Offense –

Conduct which could be charged as a felony or misdemeanor involving incidents defined below:

- Aggravated Arson:** Burning or damaging by fire or explosion a structure or real or personal property, resulting directly or indirectly, in great bodily harm, permanent disability, permanent disfigurement or death of any person, regardless of intent or lack of intent to cause such harm. Ref.: Idaho Code § 18-802.
- Aggravated Assault –** An assault with a deadly weapon or instrument, without the intent to kill, or an assault by any means or force likely to produce great bodily harm. Ref.: Idaho Code § 18-905
- Aggravated Battery –** (a) An assault causing great bodily harm, permanent disability or permanent disfigurement; or (b) uses a deadly weapon or instrument; or (c) uses any vitriol, corrosive acid, or a caustic chemical of any nature; or (d) uses any poison or other noxious or destructive substance or liquid; or (e) upon the person of a pregnant female, causes great bodily harm, permanent disability or permanent disfigurement to an embryo or fetus. Ref.: Idaho Code § 18-907
- Federal Gun Free Act Violations –** Federal Gun Free Act Violations on school property or at school sponsored events while school is in session.
- Homicide –** The unlawful killing of a human being.
- Kidnapping – First Degree –** Any kidnapping committed for the purpose of: -obtaining money, property or any other thing of value for the return or disposition of such person -raping, or committing the infamous crime against nature; -committing serious bodily injury upon the person kidnapped; -committing any lewd and lascivious act upon any child under the age of sixteen.
- Robbery –** Robbery is the felonious taking of personal property in the possession of another, from his person or immediate presence, and against his will, accomplished by means of force or fear. Ref.: Idaho Code § 18-6501 (Note: Robbery differs from theft because of the physical presence of the victim and the force or fear component involved in the perpetrator taking the property from the victim against his will.)
- Sexual Offense –** Rape, crime against nature, forcible sexual penetration by use of foreign object, sexual abuse of a child under the age of sixteen, ritualized abuse of a child, sexual exploitation of a child, lewd conduct with a minor child under sixteen, or sexual battery of a minor child sixteen or seventeen year of age.
- Stalking –** Any person who willfully, maliciously and repeatedly follows or harasses another person.
- Threat of or Actual Physical Injury –** To express an intent, through word or action to inflict harm upon another's person, coupled with the apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent.